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OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

DDO Conference Room

18 July 1973

1. Present were;

25X1A

2. Items of interest from DDO Staff Meeting - 18 July

a. DDO Personnel Announcements.

25X1A

b. Reduction of Cable Traffic. At the DDO Staff Meeting there was a lengthy discussion of a proposal to radically reduce the use of pseudonyms and cryptonyms in cables and telepouches. On the assumption that electrically transmitted cables are entirely secure for all practical purposes, it was proposed that there could be substantial savings and increased efficiency by eliminating iden cables and the use of pseudonyms and cryptonyms. There was general agreement that changes are necessary although those present felt that the proposal under consideration probably went a little too far. We assume that another draft will be submitted shortly.

c. Reduction in Overseas Reporting. Last week we requested your contributions to a DDO committee which is trying to find ways to reduce overseas reporting. So far we have had only one response. Since [REDACTED] has called another meeting for Monday morning, we would appreciate your response by noon Friday.

3. Other items of interest.

a. Promotions. There have been three key promotions in the Office of Logistics - Frank VanDamm to GS-18 and [REDACTED]

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b. Training for Support Officers

25X1A



ADP
ADP

5-9 November
5-9 November

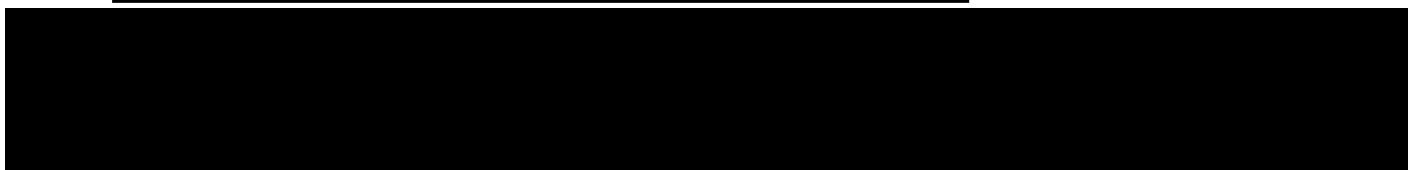
c. Assignments

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September
November

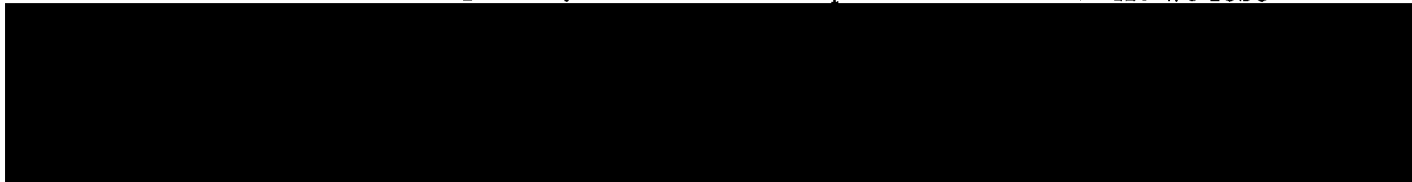
25X1C



e. Terminal Leave Payments. The Office of Finance reports that one-third of the June retirees have received their terminal pay. The remainder will get their checks at the end of the next biweekly pay period.

f. Training. The Office of Training is planning to implement a training program similar to the overseas indoctrination given by the FSI in the Department of State. As we lose

25X1C



g. Security Violations. Security violations for the DDO for the month of June went down. There were a total of 15, which is one-third less than the 23 in May. We have had several other months where there have been 15 violations, but there have not been fewer than that since February 1972.

h. Retirements. The corrected retirement figures for fiscal year 1973 are:

Staff
Contract
TOTAL



25X9

There are 87 disability pending.

25X1A

i. Pocket-Size Transformer. Last February, [redacted] sent us a newspaper clipping which advertised a pocket-size 1000 watt transformer which was being presented as indispensable to a 110 volt traveler in a 220 volt zone. The Office of Logistics bought two for testing purposes, and has now given us a report on the subject. It states: "The transformer is, as tested, a reliable transformer up to 1000 watts for nonmotorized heating loads such as small electrical items including heating pads, electric blankets, coffee pots, small portable irons, hair setters, etc. ... The transformer safely and reliably transforms the higher European voltages down to the lower American voltage. The major disadvantage of the device is its limitation to only nonmotorized (with the exception of universal motors) devices

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under 1000 watts. This limitation precludes the transformer's use on larger appliances . . . motorized small appliances such as electrical razors, many hair dryers, television sets, clocks, and photoflash units . . . Franzus does, however, manufacture a 40-watt transformer for use with electric razors, electric toothbrushes, and other small traveler's appliances. Two of these units will be procured immediately for further evaluation."

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

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